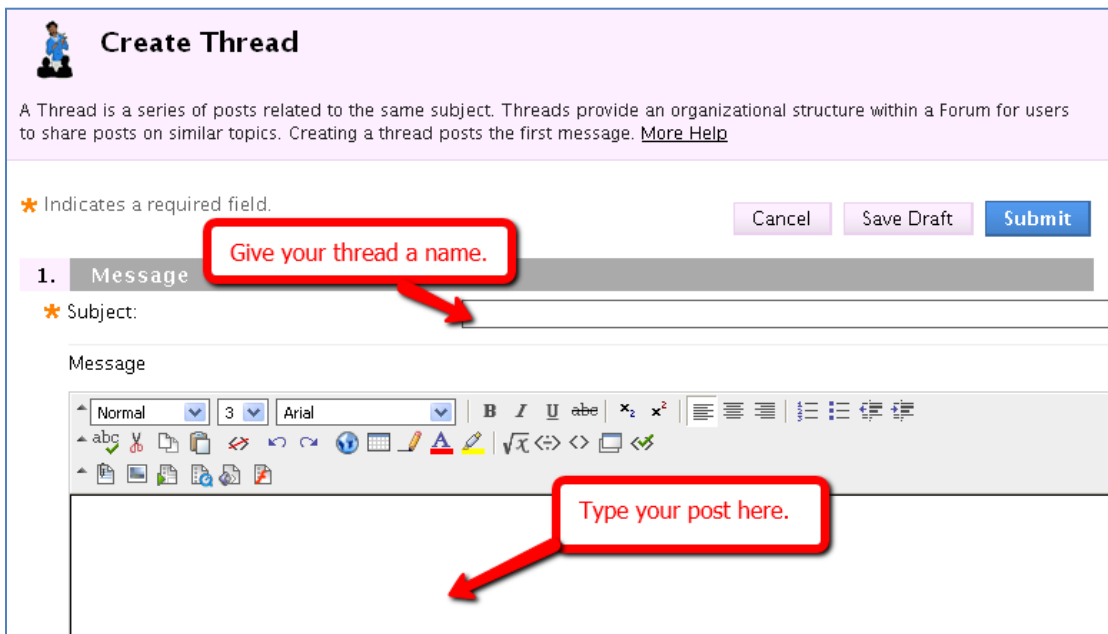


How to Create a New Thread

1. Enter the **Student Break Room** or **Ask the Professor** forum.
2. Click the blue **Create Thread** button at the top of the screen.

Create Thread

3. Type in a **Subject** for your thread, then type your post in the **Message** area.



The screenshot shows the 'Create Thread' form. At the top, there is a header with a user icon and the title 'Create Thread'. Below the header is a brief explanation of threads and a 'More Help' link. The form includes a 'Message' field with a red box and arrow pointing to it, containing the text 'Give your thread a name.'. Below the 'Message' field is a 'Subject:' field, also with a red box and arrow pointing to it. At the bottom of the form is a large text area for the message content, with a red box and arrow pointing to it containing the text 'Type your post here.'. The form also features a 'Cancel' button, a 'Save Draft' button, and a 'Submit' button. A note at the top left of the form states '* Indicates a required field.'

4. Click the blue **Submit** button when you are finished.

Submit

How to Subscribe to a Forum

1. Enter the **Student Break Room** or **Ask the Professor** forum.
2. Click the blue **Subscribe** button at the top of the screen.

Subscribe

(Note: Once you click this button, it will change to **Unsubscribe**)

Unsubscribe

3. Now anytime other students post a new thread or reply to a thread, you will receive an email notification about it. The email will contain the student and their post, as well as a direct link to the forum or thread.

Sent: Monday, March 28, 2011 8:44 AM
Subject: MBA5652-10F-2: MBA 5652-10F-2, Research Methods: New Post - RE: t

Author: Rob Fritts. **To Reply:**
http://online.yourcollege.edu/webapps/discussionboard/do/message?action=reply&message_id=2267550.1

Do not reply to the email address.

To reply to the post click on the link provided in the email.

4. To stop receiving email notifications at any time, simply click the **Unsubscribe** button in the forum.